

# Information Network of Kansas Board Meeting Minutes

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## June 2018 Board Meeting June 5, 2018

### Opening

A meeting of the INK Board was called to order at 10:08 a.m. Tuesday, June 5, 2018 at 700 SW Harrison, 2nd Floor Conference Room, Topeka, Kansas by Kathy Sachs, representing the Secretary of State, with the following members present:

Lana Gordon, Secretary of Labor  
Matt Billingsley, representing the Kansas Department of Revenue  
Sam Williams, Secretary of Revenue  
Gregg Wamsley, representing the Kansas Library Association  
Donna Shelite, Interim Chief Information Technology Officer  
Aaron Kite, representing the Kansas Bar Association

### Others Present

Duncan Friend of the Information Network of Kansas, Inc.; Nolan Jones, Ashley Gordon, and James Adams, Kansas Information Consortium; Stanley Adams, Department of Commerce; Brent Legg, VP Government Affairs, Connected Nation.

### Consent Agenda

The consent agenda for the meeting included the May 2018 INK Board minutes, the May 2018 Network Manager Report, and the following contracts for approval - Kanpay Counter: USD 454-Burlingame, Wilson County RWD #10, City of Auburn, Woodson County RWD #1, City of Selden Municipal Court and an AppEngine application for Kansas Department of Revenue Division of Taxation.

**Action Taken:** Motion made to approve the Consent Agenda in its entirety by Billingsley, seconded by Gordon. Approved unanimously.

### Action Agenda

#### 1. Grant Request – Office of Governor Jeff Colyer, MD

**Presentation: Brent Legg, VP, Government Affairs, Connected Nation**

Brent Legg made a presentation on the grant request from the Governor's office (*a copy of the presentation is attached*) that included a background on the company. A representative from the Governor's office had a conflict and was not able to attend. The Governor's office requests \$525,000 for the project for one year across the two components that Legg said were interrelated. The first component is for \$300,000 for the production of a State broadband availability map and the second component is for \$225,000 for mobility fund phase II support. The map would be used by the public and by the state broadband expansion planning task force. He stated that the broadband availability map can be updated beyond year one if needed at a reduced cost. He would expect the State broadband task force to make a recommendation on whether that map should continue to be maintained. After that, there could be an appropriation from the Legislature to pay for that, or it is possible that they could come back to the Board later down the road.

He completed the presentation by saying that there were two primary reasons why they were asking for an expedited review for the grant application. First, was the time-limited window for the MFII

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Challenge and the need to complete all the work by the date needed to mount a successful challenge. This is true even if the deadline is extended to November. For the mapping, he expects the project task force to convene very soon, with its first report due in January. It takes 4-6 months to produce an initial map depending upon provider engagement and it would obviously be helpful to the production of the report if they had some better data on which to base their recommendations.

### **Discussion:**

Sachs asked if it were found that there were some underserved areas, in either situation – mobile or fixed - what is the federal government doing? Legg said that on the map side of things, NTIA – a federal agency -received \$7.5MM to refine the large census blocks in the map. One of the things they will be doing is asking states to provide their data, so states that have maps of this and better data will be in a better position. If they get this right, they would be used for decisions in the future about how Universal Service Fund (USF) money is distributed. And, it would be used by USDA for is \$600MM loan and grant program along with a Farm Bill that the Senate will be releasing in the next few weeks for another \$400-475MM for broadband. Then next year, he is expecting the White House to make another tranche of funding available as part of their infrastructure program. The goal is to inform that Federal decision-making process as well as whatever the Kansas Legislature might decide to do regarding to closing those gaps in the future.

Sachs asked again – does that mean they are going to put a pole up somewhere? Legg responded yes. On MFII, once the areas of the blue (unsatisfactory service) are fully and the map is final, the federal government will hold a reverse auction to fund building out infrastructure (towers, fiber backhaul). So, Legg continued, yes, fiber in the ground, poles in the air. He also confirmed for Sachs the reasons why he thought provider reporting might not be accurate. Friend confirmed with Legg that if they choose to do the second part of the mobility and lost the challenge that data still goes into the refined map plus the state can still use that data. Friend asked if there was endorsement for the grant application and Legg confirmed that there were and the names of the legislative committee members who had written them, along with Kansas Farm Bureau. There were no further questions.

**Action Taken:** None.

### **2. INK Grant Program: Update on Applications Received/Next Steps** (*Friend*)

Sachs began this agenda item by asking Friend about next steps in appointing the INK Grant committee. Friend explained the status and process. Currently, there are three requests before the board – from the Governor's office, Kansas Historical Society, and the Human Rights Commission. The Governor's office, as the members just heard, has a deadline of June 15, 2018 for a decision – the others did not explicitly express a desire to get it done more quickly. Billingsley asked if the grant committee was enabled by by-laws or statute. Friend responded that the program / board policy and procedure is in neither, it is only enabled by a memo from a previous legal counsel. Billingsley then confirmed that a policy can be set aside. Friend indicated he thought that was at their discretion. Williams asked if an emergency could be called to waive the rules. Sachs said it was kind of the plan to treat it that way, that they would have the committee ready, have a phone-in meeting if necessary, then have a board meeting by phone to consider it. The members agreed that the grant committee representative from the Board would be Sachs, with the others the Chief Information Technology Officers from the three branches, as has been traditional.

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Sachs recommend that he attempt to set up a grant committee meeting, set a date, don't wait for all the members to make it, if they can't, they can't, then set up the Board meeting teleconference soon enough to make sure a decision can be made by when they need it. Gordon asked whether a decision could be made at today's Board meeting. Sachs indicated she had not had a chance to review the full proposal or talk with the Secretary of State about it, and Friend indicated he had not distributed the proposal to the Board as that had not been requested – it normally just went to the grant committee. Friend did note that the Board could override the recommendation of the grant committee. So, it made sense for him to send out copies of the proposals so that the board members could consider them in parallel.

Sachs wanted to make sure the board knew that it is possible only one or two grant committee members could make it so that would be all the input they would get. Friend would send the proposals out to the entire Board so that they might review them in parallel. The members in attendance checked their calendars and arrived at a meeting date for a phone meeting of the Board on **Wednesday, June 13, 2018 at 2:00pm**. Friend also noted that no grant pool had been established by the Board, so as a practical matter, the amount available for grants was what was available in the bank, about \$3MM, minus the “run rate” of about \$225K/year to run INK. The discussion closed with Sachs indicating she would also like Nolan Jones included on the call.

**Action Taken:** None.

**Presentation of Award.** The Board meeting was interrupted briefly as Jones presented an award to Sachs for the Secretary of State's work on Business Form Finder. She received the award and thanked both Jones and the many agencies involved including Secretary Gordon and Billingsley, and Friend.

**Note:** Shelite and Gordon left at 11am.

### **3. Network Manager Report** (*Jones*)

Jones discussed a number of initiatives including Idaho's Prompt Pay and a modification they had made to it for Kansas, a brief overview of the application-based INK customer service surveys (they are reviewing them right now), a website for the Law Enforcement Memorial, their fax-based processes that are being reviewed for rebuild, their progress on KDOR's WebFile, and the status of the media room they had committed to construct at INK – it is almost complete.

**Action Taken:** None.

### **4. Demonstration: Chatbot Solutions** - (*Jones*)

Jones stated that one of the priorities this year in their business plan was to innovate. The chatbot (“Agent K”) was mentioned in this year's business plan and he conducted a presentation on the application for the Board members. It is in “soft launch” and it will be in another week or so before they do a full launch.

**Action Taken:** None.

### **5. Kansas Business Center update** - (*Sachs/Friend*)

Sachs just sent Friend a text to put the link to the Chatbot on the Kansas Business Center main page. While she had said at a previous meeting that it would probably be best to suspend new work and have discussion in February after the election, there appear to be resources available that could be used for making Business Form Finder mobile-ready. work on making form finder mobile ready. Sachs said it is probably that they will come back next month with a request to do that. Looks like it is working well

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and then the next phase would be to move to a local edition. Friend added that they are continuing to work with agencies to get data entered on an ongoing basis.

**Action Taken:** None.

### 6. INK Backup Solution: Avamar Status/Next Steps (*Friend/Jones*)

Friend suggested he and Jones do a “tag team” as it is a shared item. He began by recapping the way backups currently work for KIC/NIC and that a duplicate copy of current system information is required by the contract to be delivered each business night. That had two purposes as he understood it: To ensure the Board would have a copy they could recover from if they parted ways with KIC, and for monitoring purposes to make sure the Board was receiving copies of all the materials as specified in the contract. The status there is that the copies have been provided nightly, but the review / recovery has only been done one time and has not been performed since Hollingsworth left.

KIC/NIC has been looking at new software for their corporate backups and, while there have been some preliminary conversations, a decision had not yet been made. INK needs to follow the lead of KIC/NIC, mirroring their software to ensure the integrity of the backup and that it can easily be recovered from. Now, three things have happened. The appliance that OITS hosts for INK has been unsupported by the software vendor for a while as it is getting old; There have been a few problems with it recently and it is running out of space; and now KIC/NIC have decided on a new backup solution called Rubrik and are going to roll it out company-wide. So, there is going to be some coordination needed here soon and some investment by the Board. Once he gets more information, Friend will talk with Travis Combes in OITS about their hosting capability, as well as KIC/NIC. There is some budget – about \$8,000 – for Avamar Consulting that Friend talked with Sachs about, and he would consider it available for this investigation / migration. He might be asking for more funds at the next meeting.

**Action Taken:** None.

### 7. New Business

Sachs asked if there is a need for library portal. Like the Kansas Register, Statutes, supplements, and regulations into an electronic form in a library portal for people to get better access to it? Would this be of value for a place for that information can be electronic? Wamsley said yes that it would be. Don't know if a committee or any money is needed to do this. Jones confirmed he would love to explore this with Wamsley. Will see what they can come up with and will give an update at the next meeting.

### Adjournment

Meeting adjourned at 11:38 a.m. The next INK board meeting will be held at 10:00 a.m. on July 3, 2018, at 700 SW Harrison, 2<sup>nd</sup> Floor Executive Conference Room, Topeka, Kansas.

Minutes submitted by: Nikki Reed/Duncan Friend